



607.01 Staff and Facility Inspections

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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607.01-1 Policy

- I. The Shift Supervisor or designee shall conduct a daily inspection, including holidays and weekends of all areas used by inmates and submit a daily written report to the Corrections Lieutenant. (Shift Pass Down)
- II. Informal staff inspections shall be conducted continuously by Jail Supervisors on all shifts in order to determine if immediate subordinates are properly uniformed and are properly performing duties and responsibilities.
- III. Current facility inspection reports, corrective action plans, responses and all other previous reports and documentation related to facility inspections performed by agency staff and by outside agencies or inspectors shall be maintained on file in the facility administrative area.

607.01-2 Facility Inspections

- I. Once daily, including holidays and weekends, the Shift Supervisor, or designee shall visit and inspect all housing areas and other areas of the facility used by inmates, as well as the facility perimeter and public areas of the facility, to determine any security, safety, and sanitation deficiencies.
- II. The Shift Supervisor or designee shall submit a daily written report of the inspection to include any matters requiring further attention such as staff and inmate concerns, faulty equipment, unsafe or unsanitary conditions. (Shift Pass Down)
- III. Work Orders shall be completed for each repair/maintenance item cited and submitted to the Maintenance Section. A copy of each Work Order shall be attached to the inspection report.
- IV. Maintenance Services shall maintain records of repairs/maintenance completed to include the time and date of completion.

607.01-3 Staff Inspections

- I. Staff line inspections shall be conducted as follows:
 - A. Sergeants shall conduct informal daily line inspections and a formal line inspection as deemed necessary, correcting deficiencies as noted.
 - B. The Corrections Lieutenant shall conduct daily informal line inspections and a formal line inspection when deemed necessary.

- II. Follow-up inspections shall be conducted as necessary to ensure deficiencies are being corrected.

607.01-4 Facility Inspections by Outside Agencies

- I. Fire Marshall Inspections - see **Section 610.01**.
- II. Health and Rehabilitative Services (HRS) inspect the food services areas of Hendry County Sheriff's Office (HCSO) Jail facility quarterly.
- III. HCSO Jail facility is subject to inspections by the Occupational Safety and Health Administration (OSHA) regarding facility safety and health issues.
- IV. The Jail Administrator shall supplement facility inspections with inspections by a qualified source.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards
Health and Rehabilitative Services (HRS)
Occupational Safety and Health Administration (OSHA)

FCAC:

N/A

PREA:

N/A

Forms:

Work Order

Other Policy/ Procedure References:

600.00 Table of Content
610.01 Fire and Evacuation Emergency Plan